

Office Manager**Location: Washington, DC****Overview:**

Nahigian Strategies, a fast-growing public relations and communications firm, is seeking to add an office manager to facilitate office operations.

Responsibilities:

The Office Manager will be responsible for managing vendors, tracking and stocking supply orders, managing internal databases and newsletter distribution. Responsibilities include:

- Interact with Principals and SVPs to facilitate executive operations
- Guest reception, schedule meetings, appointments and book travel
- Review and approve supply requisitions
- Manage upkeep of office appearance
- Manage vendor relationships with contracted accounting and HR firms
- Scheduling and maintenance of all conference rooms and coordination of catering requests.
- Serve as office-wide communicator for office activities, building updates, etc.
- Contribute to the development of an office culture that supports creativity, productivity and initiative to facilitate internal and external client satisfaction

Qualifications:

- 1-2 years work experience in a professional services environment
- Strong interpersonal and communications skills for building relationships and interacting with clients and firm employees of all levels
- Experience managing multiple competing interests and priorities
- Capacity to work in a changing, fast-paced, deadline driven and sometimes ambiguous environment Strong organizational skills and capacity to manage multiple ongoing projects
- Work effectively as part of a team yet be able to work independently with minimal supervision
- Strong Microsoft Office suite skills

About Nahigian Strategies

Nahigian Strategies, LLC (NS) is a full-service, communications management firm that offers clients several decades of combined experience in strategic communications and national public education and advocacy campaigns NS utilizes a highly effective strategy and planning model that integrates all elements of public relations, public policy, and public affairs, to maximize impact to drive measurable results. NS is recognized for its innovative, integrated, and leveraged communications approach, creative development capability, powerful and compelling messaging, disciplined execution of inventive strategies, sophistication and speed in its crisis management, and unique insights in the face of complex communications challenges. Though our capabilities are wide ranging, our objective is always focused on helping our clients grow and win.

To Apply

To apply, please send a cover letter and resume to careers@nahigianstrategies.com indicating the desired position in the subject line. Salary is commensurate with experience. We respectfully ask that you refrain from calling about your application. We will contact you if we see a good fit. Thank you for your interest in joining our team.

